

# **NORTH KYME PARISH COUNCIL**



## **APPRAISAL POLICY AND PROCEDURE**

## **Aims of the Policy**

The purpose of an appraisal scheme is to provide an opportunity for the Clerk and nominated line-manager to discuss performance against set objectives and examine the personal development of staff within the organisation. The appraisal is a developmental tool and should not be seen as judgemental in any way. In this respect the performance appraisal is kept apart from any salary review process.

## **Procedures**

1. The appraisal cycle will be annual
2. It will normally begin at the start of the financial year
3. The appraisal process will be managed by the parish Clerk, and in the case of the parish Clerk it will be managed by the Chair and Vice-Chair of the Employment Panel.
4. Staff will complete the appraisal form and forward to the parish Clerk, who will in turn complete their section of the appraisal form.
5. Once agreement of all aspects is reached the appraisal will be signed off as completed for the year.

## **Substance of the Appraisal**

1. Targets set the previous year will be reviewed
2. A joint review of performance evidence
3. Discussion of achievements and concerns
4. Review of job description, if applicable
5. Setting of future objectives
6. Summary and agreement

Objectives should be SMART (Specific, Measurable, Achievable, Relevant and Time Bound). The results of the appraisal will be recorded on the appraisal form, which is part of this document. A copy of the appraisal will be kept on your personnel file, and you will also retain a copy for your own records.

There may, on occasion, be a need to review the appraisal at 6 months but this will be clearly communicated with staff during the initial appraisal meeting if applicable.

## **NORTH KYME PARISH COUNCIL**

### **APPRAISAL FORM**

Employee Name: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Date of Appraisal: \_\_\_\_\_

The purpose of the council's appraisal process is to assess performance against agreed objectives and to identify training needs to ensure that staff reach their full potential. All appraisals are confidential and will involve the parish Clerk and Chair or Vice-Chair of the Employment Panel.

It is the responsibility of the parish Clerk to ensure that formal appraisals are carried out at least once every 12 months and progress is monitored between appraisals.

The appraisal should be seen as a conversation between the manager and employee, and this form is a guide to assist in that conversation.

<b>Current Objectives</b>	<b>Date Achieved or Ongoing Activity</b>

**Employee's comments on current objectives and their performance over the previous 12 months.**

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**Employee's comments on overall wellbeing and performance, including any barriers encountered or areas self-identified for improvement**

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**Managers comments on current objectives and performance over the previous 12 months**

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**Strengths and Development needs identified**  
(target date for starting and who will research the training identified)

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<b>Objectives for the next 12 months</b>	<b>Agreed start and end date for each objective.</b>

**Summary of appraisal**

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**Employee**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Manager**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_